



Robert C. Browne, III  
Chief of Police

# Goffstown Police Department

326 Mast Road, Goffstown, NH 03045-2428  
e-mail: police@goffstownpolice.com



Kerry P. Steckowych, Esq.  
Captain

## PAWNBROKER/SECOND HAND DEALER FREQUENTLY ASKED QUESTIONS

- **What is the new Pawnbroker/Second Hand Dealer Ordinance and who does it affect?**

The ordinance can be found on the Goffstown Police Website under Town Ordinances. The businesses falling under the definition of Pawnbroker or Secondhand Dealer in the town ordinance are required to undergo the licensing process. If you are in the business of pawning or buying and selling second hand goods, it is likely the ordinance covers you, but read the ordinance carefully as some exclusions do exist.

- **What is the licensing process?**

Businesses wishing to obtain a Pawnbroker/Second Hand Dealer license will need to submit a completed application, a completed records release authorization form for each owner and employee, and the required fee of \$100 for a new license and \$50 for a renewal. Once the application and supporting documents are submitted the police department will complete the background investigation within 21 days and submit their finding to the Board of Selectmen. **\*Please be sure each form is filled out completely and accurately so as not to delay your application!**

- **Is there a fee per transaction?**

There is no fee per transaction.

- **What purpose does it serve? Does it really help anyone? Does it help me?**

The ordinance was adopted to assist and protect our citizens and businesses. It protects citizens by making our community less attractive to those looking to engage in criminal activities, and increases our ability to locate and return items that have been reported stolen.

It protects our business community by making our town less attractive to those looking to engage in criminal activities and makes it more difficult for them to sell items obtained through illegal means. In the event that you do take in an item later determined to be stolen, we will have an accurate record of who sold it to you, which increases the probability of a conviction and the likelihood of you receiving restitution for what you paid for the item.

\*\*This is not a legal document. This document is designed to help answer some of the questions you may have with regards to the town ordinance governing pawnshops and secondhand dealers. Should there be a discrepancy between this document and the town ordinance, the town ordinance will prevail.



Robert C. Browne, III  
Chief of Police

# Goffstown Police Department

326 Mast Road, Goffstown, NH 03045-2428  
e-mail: [police@goffstownpolice.com](mailto:police@goffstownpolice.com)



Kerry P. Steckowych, Esq.  
Captain

- **How do I report transactions to the police department?**  
Transactions can be reported to the police department utilizing a hard copy of the Second Hand Dealer Report or by utilizing Leads Online which is a free online reporting system. *By utilizing the Leads Online system you won't have to hand deliver your slips to the police station!*
- **How much does Leads Online cost me?**  
***NOTHING. IT'S FREE!***
- **Is Leads Online difficult to use?**  
Not at all. In fact, it is compatible with several POS software systems or it can be used completely online. If you can surf the web, you can use Leads Online and if you have any questions, Leads Online has specialists ready to assist you from the moment you sign up!
- **How long do I have to report a transaction?**  
Transactions must be reported within 48 hours of the end of said dealer's business day in which the transaction took place.
- **Do I need to keep the original copies of acquisition records after I submitted them to the police department?**  
Yes, the original records must be kept for a minimum of 5 years for the purposes of this ordinance. If another state or federal regulation requires you to keep them longer, you will need to comply with those terms as well.
- **Who is the enforcing authority for this ordinance?**  
The Goffstown Police Department is the enforcing authority. GPD may conduct compliance audits at any time during regular business hours. GPD will make all reasonable efforts to avoid disrupting the normal course of business during an audit.
- **What are the penalties for not being in compliance with the ordinance?**  
Violations of the ordinance shall be punishable by a fine of not less than \$50 and not more than \$1,000 for each offense and may also be subject to criminal prosecution under existing New Hampshire laws. The Board of Selectmen may also suspend or revoke your license.

\*\*This is not a legal document. This document is designed to help answer some of the questions you may have with regards to the town ordinance governing pawnshops and secondhand dealers. Should there be a discrepancy between this document and the town ordinance, the town ordinance will prevail.



Robert C. Browne, III  
Chief of Police

# Goffstown Police Department

326 Mast Road, Goffstown, NH 03045-2428  
e-mail: [police@goffstownpolice.com](mailto:police@goffstownpolice.com)



Kerry P. Steckowych, Esq.  
Captain

- **Whom should I contact with questions regarding the ordinance and Leads Online?**

For questions regarding compliance with the ordinance contact:

Officer Christopher Patten  
Goffstown Police Department  
(603) 497-4858  
[cpatten@goffstownnh.gov](mailto:cpatten@goffstownnh.gov)

For technical assistance regarding Leads Online contact:

Leads Online  
[support@leadsonline.com](mailto:support@leadsonline.com)  
(800)311-2656

- **Will there be demonstrations on how Leads Online works?**

For technical support and demonstration questions for the Leads Online system please contact the Leads Online help desk at (800) 311-2656 or by email at [support@leadsonline.com](mailto:support@leadsonline.com)

- **Do I need to have electronic monitoring/equipment in my store?**

Yes, all public entrances and all transactions being conducted must be monitored with video or digital imaging of sufficient resolution and clarity to be easily monitored and reviewed on playback. Video must be stored for at least 30 days.

- **Who is ineligible for a Pawnbroker/Second Hand Dealer License?**

A license shall not be issued to any person, firm, partnership or corporation who or which has been convicted of receiving stolen property or who or which has repeatedly violated ordinances or statutes of the State of NH, any other state or territory related to a business license in NH or any other state or territory.

\*\*This is not a legal document. This document is designed to help answer some of the questions you may have with regards to the town ordinance governing pawnshops and secondhand dealers. Should there be a discrepancy between this document and the town ordinance, the town ordinance will prevail.